



Job Announcement

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Opening Date:	June 26, 2009	Closing Date:	July 10, 2009
Job Title:	Assistant Chief Deputy Clerk	Position Type:	Regular Full Time
PIN:	000492	FLSA Status:	Exempt At-Will
Location:	Court of Special Appeals Annapolis, Maryland	Grade/Salary Range:	J18 \$60,909 - \$73,104 (Depending on Qualifications)
Financial Disclosure:	Yes		

Regular State employees subject to promotion/demotion policy

Essential Functions: The Maryland Judiciary is seeking a senior professional to serve as Assistant Chief Deputy Clerk to the Court of Special Appeals. The Assistant Chief Deputy Clerk will assist the Clerk of the Court and the Chief Judge in the interpretation and implementation of the policies and procedures, to improve the services and needs of the Court and the public. The ideal candidate must possess an effective leadership style, with the ability to communicate clear goals and objectives. He/She will supervise and manage the staff within the Clerk's office, in addition to planning, coordinating and organizing the activities and operations of the division. The Assistant Chief Deputy recommends and applies personnel actions to include, but not limited to: interviewing, hiring, training, employee relations, performance evaluations, disciplinary actions and leave management. Responsibilities will also include providing direct support and assistance to judges in the development and revision of administrative policies and procedures, which are subject to the approval of the Chief Judge. The Assistant Chief Deputy provides assistance to staff pertaining to the interpretation and application of human resource policies. Oversees the record management functions to ensure proper handling, protecting and disposing of Court records. Facilitates department meetings. Manages the purchasing of supplies and equipment. Performs other related duties.

Education: Bachelor's Degree from an accredited college or university.

Experience: Five years experience in professional administrative work and three years experience supervising staff and program management.

Note: Additional experience in professional administrative work may be substituted on a year for year basis for the required education.

Preferred: Previous professional administrative, supervisory, and program management experience in a Court environment. Legal background desired.

Skills/Abilities: Knowledge of human resources, policies and procedures; Federal, State and other applicable human resources related laws and rules. Knowledge of theories and practices in organizational behavior and staffing. Skill in the application of leadership principles. Skill in the performance of establishing strategic plans, policies and procedures at varying organizational levels. Skill in the use of word processing, database, and spreadsheet software applications. Ability to supervise and manage staff. Ability to establish and maintain effective working relationships with staff and high level administrators. Ability to resolve complex problems by applying various methodologies and deciding between several sound alternatives. Ability to comprehend, interpret, and apply complex technically oriented laws, regulations, rules and policies. Ability to advocate and express facts and ideas in a convincing manner. Ability to prioritize work flow effectively to meet established organizational goals, objectives, and deadlines. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary Employment Application (unsigned applications will not be accepted). You may also include with your application, a cover letter and resume. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary, HR Department
580 Taylor Avenue, Bldg. A-1
Annapolis, Maryland 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.